

ODP 0-1453  
31 October 1980

STATINTL MEMORANDUM FOR: Chief, Regulations Control Division  
Office of Information Services

FROM : [REDACTED]  
Chief, Management Staff, ODP

STATINTL SUBJECT : Proposed [REDACTED] Experimental Flexible and  
Compressor Work Schedules, DRAFT 1 (Job #9335)

REFERENCE : Your memo, same subject, dtd 29 Oct 80

The proposed HM was reviewed by senior Office of Data  
Processing managers. We do not have any comments on it.

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[REDACTED]

ODP/MS/EEB:JGS/(4011)(31Oct80)

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ODP #01429

29 October 1980

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*for comment*

MEMORANDUM FOR: Deputy Director for National Foreign Assessment  
 Deputy Director for Science and Technology  
 Deputy Director for Operations  
 Comptroller  
 General Counsel  
 Legislative Counsel  
 Inspector General

STATINTL

FROM:

[REDACTED]  
 Chief, Regulations Control Division  
 Office of Information Services

STATINTL

SUBJECT: Proposed HN [REDACTED] Experimental Flexible and Compressed  
 Work Schedules, DRAFT B (Job #9335)

FOR YOUR INFORMATION:

1. The attached proposal was initiated by the Office of Personnel Policy, Planning, and Management, and Draft A was circulated to the coordinators on 8 September 1980. Draft B is a shorter and simpler version of the notice.

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2. Please give this matter your immediate attention; we plan to send the proposal forward for the approval of the Deputy Director of Central Intelligence on ~~15 October 1980~~. If you have any questions or comments, please contact [REDACTED] extension 2857, before that date.

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Attachments:

- A. Concurrence Sheet (OGC)
- B. Proposed HN [REDACTED]

cc: AO/DCI OC  
 AO/RMS-CTS ODP  
 SSA/DDA OL  
 D/IS OMS  
 OPPPM OS  
 OF OTE

**IMMEDIATE**

Form 3-65 160c

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HN [REDACTED]

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## EXPERIMENTAL FLEXIBLE AND COMPRESSED WORK SCHEDULES

[REDACTED]

## 1. GENERAL

a. This notice modifies the Agency's previous policy regarding experimental flexible and compressed work schedules.

b. The Agency will expand its experimental program of flexible and compressed work schedules and conduct an experimental program on an Agency-wide basis going beyond the 40-hour workweek to encompass a framework of 80 hours in a pay period. The new 80-hour framework allows for the carry over of credit hours for future use in a flexible work schedule and for the popular 5/4-9 plan currently being used elsewhere in the Government.

c. The 5/4-9 plan is an example of a compressed work schedule having an 80-hour biweekly work requirement in less than 10 workdays. Under this plan, employees work a fixed schedule of five days one week and four days the next for a total of 80 hours in nine days per pay period.

d. For employees working a flexible work schedule, credit hours may now be carried over from week to week within a biweekly pay period. In addition, a maximum of 10 credit hours may be carried over from biweekly pay period to biweekly pay period. The component may limit the time frame within which employees may use credit hours (e.g., within the next four pay periods).

## 2. POLICY

a. Agency managers are encouraged to conduct experiments with flexible and compressed work schedules where their application is expected to benefit both the Agency and its employees. Also, whenever alternative work schedules are determined to be feasible, employees are encouraged to participate on a voluntary basis.

## 3. RESPONSIBILITIES

a. Operating Officials and Heads of Independent Offices will:

(1) Establish essential duty hours with minimum staffing requirements in experimenting components and develop schedules for providing such coverage.

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(2) Submit an approval memorandum to the Director of Personnel Policy, Planning, and Management (D/PPPM) describing the proposed alternative work schedule. The memorandum must be forwarded through the appropriate Deputy Director and Director of Finance for concurrence.

(3) Monitor the overall effectiveness of approved work experiments and submit assessment reports to the D/PPPM upon completion of the experimental period. Experimental alternative work schedules may be continued if they are deemed successful by the experimenting office by submitting an assessment report before the end of May 1981 and requesting an extension.

b. The Director of Personnel Policy, Planning, and Management will:

(1) Advise and assist Operating Officials and Heads of Independent Offices in establishing and administering alternative work schedules on an experimental basis.

(2) Analyze assessment reports received from experimenting offices in terms of effectiveness of alternative work schedules in accomplishing stated objectives.

(3) Conduct in May of 1981 a final assessment of the alternative work schedules program and recommend to the Deputy Director of Central Intelligence, through the Deputy Director for Administration, its continuance, modification, or termination.

#### 4. ADDITIONAL INFORMATION

a. When planning revised schedules, Agency managers should consider that a lack of resources precludes extension of such support services as the motor pool, pneumatic tube, and mail and courier delivery. Further, there is no provision at this time for extension of cafeteria hours or for adjustment by the General Services Administration of building maintenance and utility support.

b. An Office of Personnel Policy, Planning, and Management (OPPPM) Memorandum giving specific criteria and guidelines for establishing and administering flexible and compressed work schedules will be published shortly. Personnel desiring additional information should contact the Position Management and Compensation Division, OPPPM, on extension 2851.

Frank C. Carlucci  
Deputy Director of Central Intelligence

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